

The Civil Service Commission has established the Civil Service Adviser to enhance delivery of information on important employment issues and policies affecting the merit system of the City and County of San Francisco.

CLASSIFICATION – PROCEDURES



This Adviser is published as the second in a series of three Civil Service Advisers on Classification, Status and Status Grants and focuses on when classification actions occur, general procedures and department head responsibilities.

As previously stated in Civil Service Adviser No. 27/2006 San Francisco Charter Article X outlines the responsibilities of the Civil Service Commission and Human Resources Director: The Civil Service Commission is charged with the responsibility to establish Rules and hear appeals on classification, status and status rights. The Human Resources Director, subject to appeal to the Civil Service Commission, has the duty and authority to establish a system of job classification and to allocate each position to a job class based on the level, scope and type of assigned duties. The Human Resources Director is also authorized to create new classes, abolish, consolidate, or amend existing classes.

Civil Service Commission Rules state that the Human Resource Director shall analyze positions and/or classifications whenever the Human Resources Director deems it necessary. Upon request of the Human Resources Director, the department head is required to furnish detailed information relative to the duties and responsibilities or work assignments of positions under the department head's jurisdiction. The department head is also required to notify the Department of Human Resources promptly of significant changes in duties, responsibilities or work assignments of positions.

WHEN DOES CLASSIFICATION ACTIVITY OCCUR?

Classification activity generally occurs when there is a :

- 1) newly budgeted or substituted position in either the normal budget cycle or supplemental budget request;
- 2) need to audit existing positions or to allocate positions that have been temporarily exchanged (TX'd);
- 3) non-routine requisition request;
- 4) classification being considered for consolidation, abolishment or amendment;
- 5) reorganization of a department or a section of a department;
- 6) request from an employee or employee organization for job audit; and,
- 7) condition that in the judgment of the Human Resources Director, a job analysis is warranted.

PROCEDURES

To maintain a classification plan that is consistent, reliable, equitable, and defensible, the Department of Human Resources has established procedures to consistently define and document the classification of positions.

The Job Analysis Questionnaire (JAQ) is required as the first step in the process and contains a detailed description of duties and responsibilities and the knowledge, skills and abilities to perform them, the relationship of the position to the department's organization and the level of authority of the position.

The Job Analysis Questionnaire is approved by the department head and submitted to the Department of Human Resources with a copy of the organizational chart and any other relevant information needed to classify the position or positions.

The Department of Human Resources conducts its analysis and documents the essential job functions and Knowledge, Skills and Abilities (KSA's), allocates the position to a class, prepares new or amends existing class specifications, evaluates the relationships in the salary plan, and designates Fair Labor Standards Act (FLSA) application. It is important to note that the Department of Human Resources makes classification decisions based on the level of work, not the volume of work, and the duties of the position not the performance of the employee in the position.

As authorized by the Human Resources Director, an Express Classification Form may be submitted in lieu of the Job Analysis Questionnaire for entry, journey level and supervisory positions which are routine and typical to the department's normal operations. Prepared by the department head or designee, the Express Classification Form includes a brief statement of the duties and responsibilities of the position(s), the reporting relationships, location, contact information, budget authority, and other relevant information. If deemed necessary for classification analysis, the Department of Human Resources may also require additional information including an organizational chart, further clarification of duties, funding, and other documentation.



QUESTIONS:

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